

# **Professional Billing System Electronic Import Specification, Version 1.0**

## **Electronic Input**

Electronic bills can be accepted by the DES / DDD Professional Billing System (PBS). Electronic bills must be submitted as follows:

- 3 ½" floppy disk delivered to the DDD Accounts Payable Unit.
- Only 1 file must be submitted per disk.
- File must reside in root of the disk.
- Filename must be in the correct format as specified below.
- File contents (header, detail, and trailer) must be in correct format as specified below.

## **File Naming Standard**

All providers must be issued a 4-character PBS provider code for use in the file name and identification in the database. This usually a code based on the name of the provider and is unique to the PBS. If a provider does not know their code they should contact the DDD prior to file submission.

### *Current Fiscal Year:*

For a billing for the current State Fiscal Year, the file name must be in format:

XXXXYYMM.txt

where XXXX is provider code, YY is year, MM is month.

Ex: PROV0311.txt – Provider: PROV for November FY 2003

## **Resubmission**

A resubmission is an invoice for the previous State Fiscal Year. These files are validated the same as current State Fiscal Year invoices, except that the Month and Year naming convention on the file is slightly different.

file name must be in format:

XXXXRRRB.txt

where XXXX is provider code, RR is the sequential resubmission number, and RB stands for rebilling.

Ex: PROV02RB.txt – Provider: PROV , second rebilling for FY 2002 (assuming the current FY is 2003)

**File Format:****Header Line**

- Must be the first line in the file
- Line Layout

<b>Description</b>	<b><u>Type*</u></b>	<b>Format</b>	<b><u>Length</u></b>	<b><u>Start Position</u></b>	<b><u>Values</u></b>
REC_INDICATOR	AN	AA	2	1	HR
FILE_MONTH	AN	AAA	3	3	JAN thru DEC, RS1 thru RS9
FILE_YEAR	N	NN	2	6	Current or Previous State FY
PROVIDER_ID	AN	XXXXXXXXXX	9	8	

For a resubmission, the Month in the file header and detail will be RS# where # is a value of 1 thru 9 (i.e. RS1, RS2, etc.) indicating the sequential rebilling number from the filename. For a resubmission, the Year in the file header and detail is the previous State Fiscal Year.

**Trailer Line**

- Must be the last line in the file
- Line Layout

<b>Description</b>	<b><u>Type*</u></b>	<b>Format</b>	<b><u>Length</u></b>	<b><u>Start Position</u></b>	<b><u>Values</u></b>
REC_INDICATOR	AN	AA	2	1	TR
REC_COUNT	N	NNNNNNNNNNNNNN	12	3	
TOTAL_UNITS	N	NNNNNNNNNNNN.NN	13	15	
TOTAL_TPL_AMT	N	NNNNNNNNNNNN.NN	13	28	
TOTAL_AMOUNT	N	NNNNNNNNNNNN.NN	13	41	

\* AN – AlphaNumeric

N – Numeric (0 – 9 or decimal point (.) permitted)

**Detail Line(s)**

- Must have at least one (1) detail line between the header line and the trailer line
- Line Layout

<b>Description</b>	<b>Type*</b>	<b>Format</b>	<b>Length</b>	<b>Start Position</b>
PROVIDER_ID	AN	XXXXXXXXXX	9	1
SERVICE_LOCATION	AN	XX	2	10
CONTRACT_NUMBER	AN	XXXXXXXXXX	8	12
CONSUMER_ID	AN	XXXXXXXXXXXX	10	20
CONSUMER_LAST_NAME	AN	XXXXXXXXXXXXXXXXXXXX	16	30
CONSUMER_FIRST_NAME	AN	XXXXXXXXXXXXXXXXXXXX	13	46
SERVICE_START_DATE	AN	MM/DD/YY	8	59
FILLER_BLANK_1	AN		1	67
SERVICE_END_DATE	AN	MM/DD/YY	8	68
FILLER_BLANK_2	AN		1	76
SERVICE_CODE	AN	XXX	3	77
FILLER_BLANK_3	AN		1	80
DELIVERED_UNITS	N	NNNNNNN.NN	10	81
FILLER_BLANK_4	AN		1	91
ABSENT_UNITS	N	NNNNNNN.NN	10	92
FILLER_BLANK_5	AN		1	102
TOTAL_UNITS	N	NNNNNNN.NN	10	103
FILLER_BLANK_6	AN		1	113
RATE	N	NNNNNNN.NN	10	114
FILLER_BLANK_7	AN		1	124
TPL_AMOUNT	N	NNNNNNN.NN	10	125
FILLER_BLANK_8	AN		1	135
TOTAL_AMOUNT_DUE	N	NNNNNNN.NN	10	136
FILLER_BLANK_9	AN		1	146
BILLING_MONTH	AN	AAA	3	147
BILLING_FISCAL_YEAR	N	NN	2	150
FILLER_BLANK_10	AN		1	152
FILLER_BLANK_11	AN		1	153
PROVIDER_CONTROL_NUMBER	AN	XXXXXXX	6	154
FILLER_BLANK_12	AN		1	160
PROVIDER_OF_SERVICES	AN	XXXXXXX	6	161
SERVICE_CODE_REAL	AN	XXX	3	167
PLACE_OF_SERVICE	AN	XX	2	170
FILLER_BLANK_13	AN		3	172
TPL_CODE	AN	XX	2	175

\* AN – AlphaNumeric

N – Numeric (0 – 9 or decimal point (.) permitted)

**File Validation:**

- ✓ Files that contain no errors will be automatically accepted into the PBS.
- ✓ Files with Header or Syntax errors will be automatically denied.
- ✓ The user will have the opportunity to replace, combine, or deny files that have an existing approved file (for the provider, month, and year).
- ✓ Header Checks
  - Provider Code in filename must be valid in Provider table and link to Provider ID in header file record.
  - Month and Year in filename must match the Month and Year in header file record (except for resubmissions RB <> RS).
  - Month and Year in header file record must match the Month and Year in detail file records.
  - Provider ID in header file record must match the Provider ID in detail file records.
  - Sum of Total Units, TPL Amount, and Total Amount in detail file records must match Total Units, TPL Amount, and Total Amount in trailer file record.
  - Record Count in trailer file record must be a valid numeric and in correct format (see layout).
  - Total Units, TPL Amount, and Total Amount in trailer file record must be valid numerics and in correct formats (see layout).
  - Start Date and End Date must fall within the provider's start date and end date (in Provider table).
- ✓ Syntax Checks
  - Numeric fields (Delivered Units, Absent Units, Total Units, Rate, TPL Amount, and Total Amount) must have decimal point (.) in correct location (see layout) and must not be blank.
  - Date fields (Start Date, End Date) must have slashes (/) in correct locations (see layout).
- ✓ Data Checks
  - Numeric fields (Delivered Units, Absent Units, Total Units, Rate, TPL Amount, and Total Amount) must be valid numerics.
  - Date fields (Service Start Date, Service End Date) must be valid dates.
  - Start Date must be earlier than the End Date.
  - All detail file records must contain consumer-related services (i.e. Consumer Id <> 0000000000, blank)
- ✓ Warnings
  - Blank lines found in file are ignored during validation and are not sent to mainframe.

**Common Errors**

The following errors have been identified in initial vendor file submissions:

- No blank number fields should be transmitted. 0.00 should be transmitted instead of a blank.
- All consumer ids must have leading 0's. The file cannot pass the import routine without them.